

TEXAS



REAL ESTATE COMMISSION

APPRAISER LICENSING & CERTIFICATION BOARD

JOB VACANCY ANNOUNCEMENT **TALCB Standards & Enforcement Division**

State Classification:	Legal Assistant II
Job Posting Number:	1309-02-TALCB
Group, Class No.:	B17, 3574
Salary:	\$2,970.92 – 3,416.67/month
Number of Openings:	1
Minimum Education:	Graduation from an accredited four-year college or university. Experience may substitute for education on a year for year basis.
Required Experience:	<ul style="list-style-type: none">• Two years litigation support experience as a paralegal or legal assistant
Required Knowledge, Skills and Abilities:	<ul style="list-style-type: none">• Knowledge of legal terminology, research methods and techniques, administrative and court procedures, the legislative process and public notice requirements.• Excellent organizational skills and an ability to prioritize and manage a litigation caseload.• Excellent word processing skills.• Typing speed of at least 40 wpm.• Excellent oral and written communication skills.• Skill in understanding and processing information, in the use of office equipment, and in the use of computers and applicable software.• Ability to work professionally with other employees, supervisors and the general public.• Ability to conduct research; to draft, prepare, and interpret legal documents; to evaluate and relate findings to cases in question; to conduct investigations; to communicate effectively; and to train others.
Preferred Qualifications:	<ul style="list-style-type: none">• Paralegal certification.• Knowledge of the Texas Appraiser Licensing and Certification Act, Texas Occupations Code Chapter 1103, and corresponding Texas Appraiser Licensing & Certification Board Rules (or ability to learn).• Knowledge of the Texas Appraisal Management Company Registration and Regulation Act, Texas Occupations Code Chapter 1104, and corresponding Texas Appraiser Licensing & Certification Board Rules (or ability to learn).• Basic knowledge of the Texas Public Information Act (PIA).• Basic knowledge of the formation and operation of various business entities.
Job Duties:	<ul style="list-style-type: none">• Assists assigned Appraiser Investigator(s) in their investigative efforts.• Coordinates the scheduling and drafting of interrogatories, requests for production, requests for admissions, and requests for information.• Coordinates, assembles, and prepares evidence, exhibits, affidavits, and documents for use in legal proceedings.• Prepares, reviews, and edits pleadings, motions, briefs, abstracts, petitions, summary judgments, and other legal documents.• Prepares synopses, abstracts, or summaries of complex legal issues.• Prepares attorneys and investigators for meetings with complainants, witnesses, and expert witnesses.• Drafts and responds to correspondence, open records requests, and opinion requests involving legal interpretations and decisions.

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Job Duties (cont):

- Researches and analyzes legal sources such as statutes, case law, administrative records, opinions, articles, treaties, property titles, and rules and regulations.
- Schedules and prioritizes attorney caseloads; organizes case files; attends initial interviews and depositions; conducts investigations; and prepares chronologies, fact summaries, and witness files.
- May respond to public information requests.
- May train others.
- Performs related work as assigned.

Posting Date:

September 27, 2012

Closing Date:

Until Filled

To Apply:

All applicants must provide a cover letter that includes a description of how their experience ties into this position.

Submit a complete (no blanks) State of Texas Employment application, cover letter and typing score to: human.resources@trec.texas.gov

Additional Requirements:

All applicants must take a typing test at the Texas Workforce Commission before submitting an application. Typing speed must be at least 40 wpm after errors.

Contact:

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